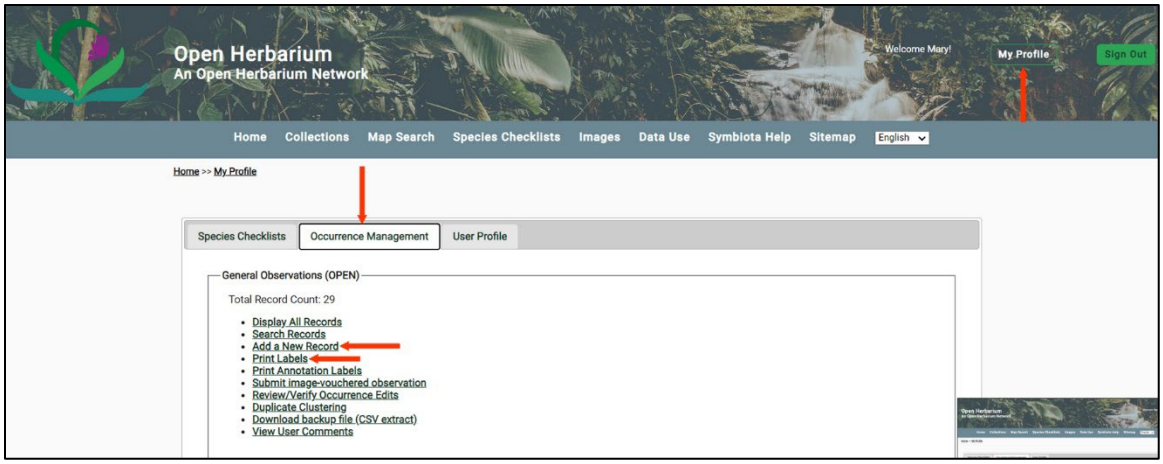
Preparing herbarium labels

Part 3: Printing proofs and making corrections

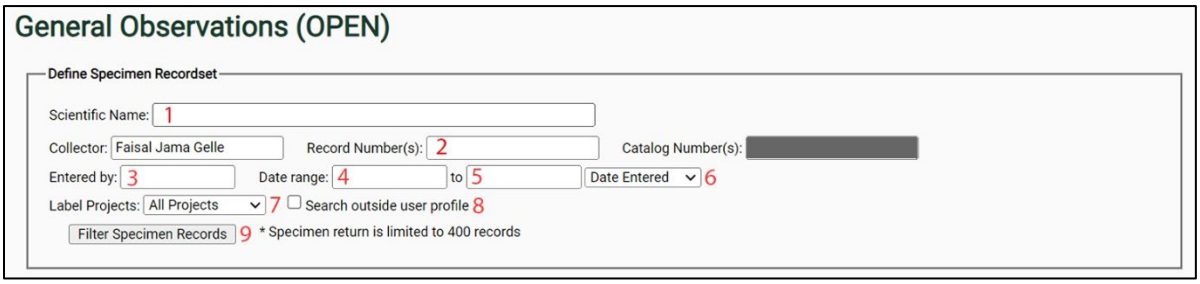
Printing trial labels

You may want to try this after entering data for 5-10 labels, just to see what you may wish to change for the remainder of your labels.

Go back to your User Profile screen and select the “Occurrence Management” tab, and then the “Print labels” link.



This will bring up the screen shown below. It offers various ways to select which of the entries in your occurrences you wish to print. “Catalog Numbers” is blacked out because specimens do not have a catalog number until they are added to a herbarium.



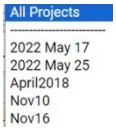
1. **Scientific name**: This will select all your records of the species (or genus) you enter here.

   Collector: This will default to your name. [I am logged in as Faisal because I have few records of my own in OpenHerbarium]. You can change someone else’s name, but it will only find records entered as part of your profile. If they were not, you can check box 8. If you do so, the program will search for all records in OpenHerbarium.

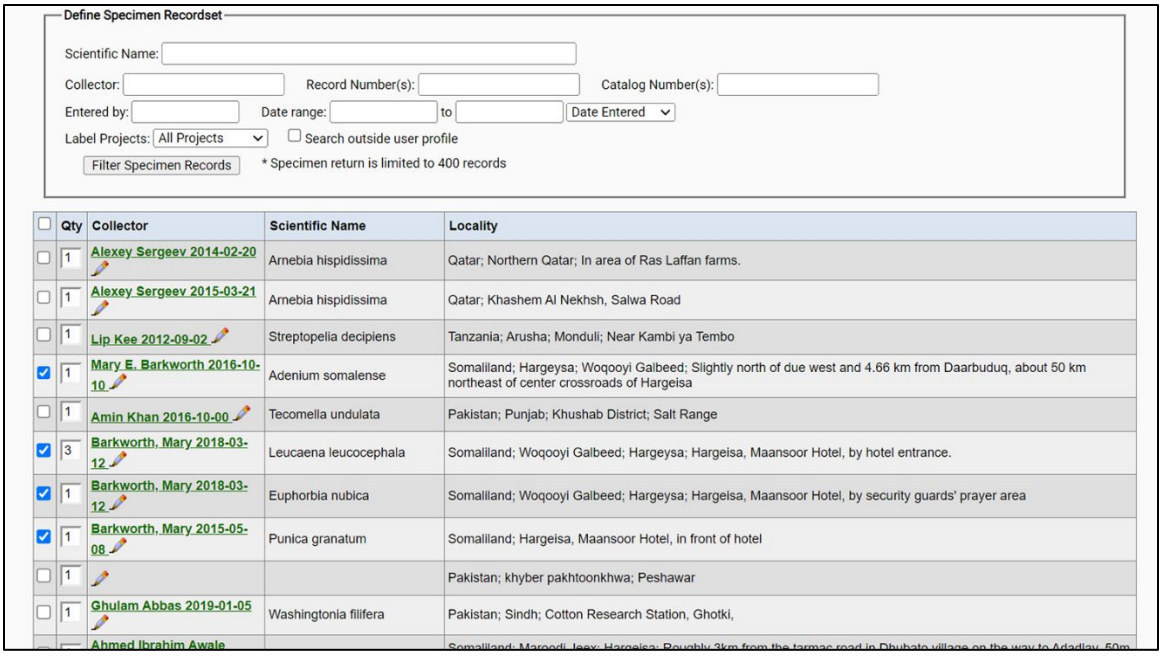
2. **Record Number(s)**: If you want to print more than one record number, list the numbers here, separating them with commas. If printing all labels from one field trip, it will be easiest to select

them by the date (dates) if the trip (see fields 4-5) and then use the results displayed after clicking box 9 to deselect those you do not want to print.

3. **Entered by**: This is the name of the person who entered the data into your personal profile, so long as they logged in with their own ID. if you let them enter them using your login information, there is no need to enter anything in this field.
4. **Date Range:** If you are only interested in records collected on a certain date use box 4; for a continuous range of dates, use boxes 4 and 5. You cannot enter multiple ranges.
6. "**Date entered" or ?** The down arrow offers three choices: the date entered (useful if you only want to print the records you entered on a particular day), date modified, or date collected. If you want to print labels for all the specimens collected on a particular field trip, "date collected" is probably the most useful. It will print the modified version of any record collected on that date.
7. **"All projects":** This allows you to select the records you said were part of a named project. Faisal named some projects by a date (see figure on the right).

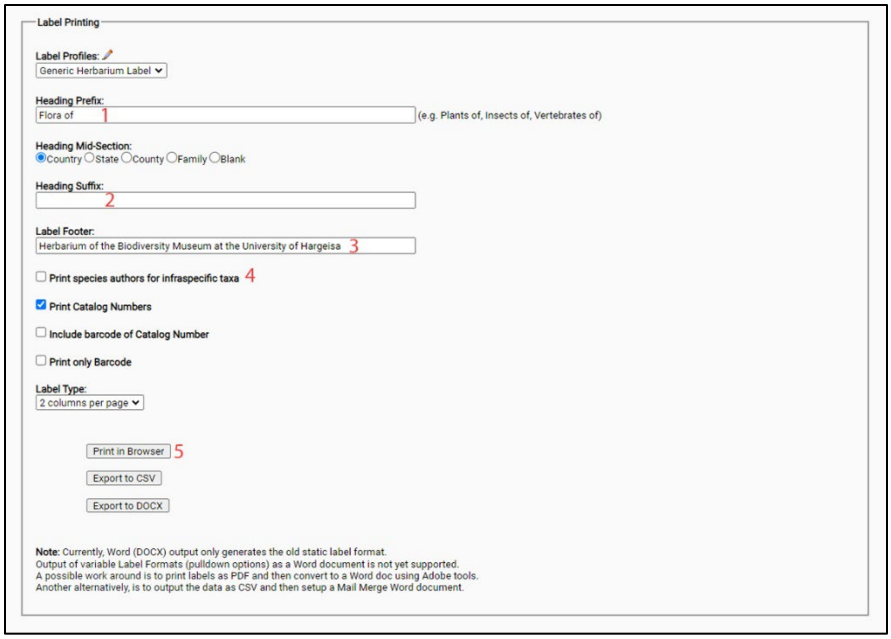


8. **Search outside user profile:** Use this if you are looking for labels of specimens collected by someone else. It will search all records in OpenHerbarium.
9. **Click "Filter specimen records".** It will bring a screen like the one shown below. Notice that I did not enter anything into any of the fields in the top box. This means OpenHerbarium listed all the records in **my** profile, not Faisal's, no matter who collected them.



10. Click in the empty box beside the labels you wish to print AND modify the number of each label you wish to print. I have asked for 1 copy of three labels and 3 of the label for *Leucaena leucocephala*.

The next step is to specify the label format. This is done on the panel at the end of the specimen listing. It is shown on the next page.



There are currently only two label formats, a generic label format and a generic lichen format. “Generic” in this sense means one you can use for any plant (including bryophytes) or any lichen. They are very similar. Either one could be easily modified for fungi or algae.

1. **Heading prefix** – this defaults to “Flora of …” but you can change it to “Fungi of “ or anything else.
2. **Heading Mid-section:** Somaliland is a small country with one herbarium. I shall be printing labels from Faisal’s account so I selected “country” from the options.
3. **Heading suffix:** Collectors in Pakistan might want to select “State” [=Province] for the mid-section and then “, Pakistan” for the country. I think you have to add the comma.
4. **Label Footer:** We use “Biodiversity Museum – University of Hargeisa”. Use whatever your herbarium prefers.
5. I do not prefer to omit the names of the species for infraspecific taxa. one thing OpenHerbarium does is always add the name of the author of the infraspecific name even if the specific and infraspecific name are the same. This is not correct, but Symbiota does not have a rule that enables placing it in the correct location (after the specific epithet).
6. IF your specimen has already been given a catalogue number, it is good to print it on the label. The best process is to type the labels before processing the specimen.
7. You can print the barcode on the label.
8. Do NOT print only the barcode.

Always print to a browser first. Proofread them at that stage. Look for the spelling of place names, capitalization, etc. I recommend working with a colleague and proof-reading each other’s labels. It is often easier to identify the errors in someone else’s work than one’s own work.

The next page contains a marked up version of the Word document generated by selecting “Export to Docx” for some of Faisal’s records. Items marked in red need to be corrected in the database. Those marked in yellow should be corrected in the Word document. They are currently built into OpenHerbarium.

Flora of Somaliland county

Asteraceae

Launaea petitiana (A.Rich.) N.Kilian
Det by: Mary E. Barkworth 2018-04-24

Somaliland, Woqooyi Galbeed, Hargeysa County, Hargeisa, University of Hargeisa.
9.54636N, 44.04666E +-10 meters
Elev: 1290m.
Weed in one of the areas designed for grass.
Common weed on campus

Faisal Gelle 105
13 March 2018
With: Mary E. Barkworth

Biodiversity Museum - University of Hargeisa

Flora of Somaliland county

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Biodiversity Museum - University of Hargeisa

Flora of Somaliland county

Rubiaceae

Conostomium longitubum (Beck) Cufod.
Det by: Mary E. Barkworth 2019-11-11

Somaliland, Maroodi Jeex, Laas Geel County, Laas Geel Rock Art Reserve, within the fenced area, on trail back from northern end to entrance on east side of high point, within sight of entrance.
9° 46.928' N 44° 26.587' E +-30 meters WGS84
More loose gravel than rock, south facing slope.

Faisal Jama Gelle 560
3 November 2019
With: Mary E. Barkworth

Biodiversity Museum - University of Hargeisa

Flora of Somaliland county

Somalia, Maroodi Jeex, Laas Geel County, Laas Geel Rock Art Reserve, within the fenced area, on trail back from northern end to entrance on east side of high point, within sight of entrance.; 9.7811N 44.398E.
9° 46.928' N 44° 26.587' E +-30 meters WGS84
More loose gravel than rock, south facing slope.

Faisal Jama Gelle 562a
3 November 2019
With: Mary E. Barkworth

Biodiversity Museum - University of Hargeisa

Flora of Somaliland county

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More loose gravel than rock, south facing slope.

Faisal Jama Gelle 562a
3 November 2019
With: Mary E. Barkworth

Biodiversity Museum - University of Hargeisa

Flora of Somaliland

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Common weed on campus

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Flora of Somaliland

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Flora of Somaliland

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Biodiversity Museum - University of Hargeisa

Red item: “traill” is a misspelling of trail. I suspect it is in error on all these labels.

Yellow items:

- The header should be “Flora of Somaliland”, not “Flora of Somaliland county”. It was easier to make the correction using Word than to go back and correct the label formatting instructions.
- “Somaliland, “ should be removed from the locality paragraph on all labels. The name of the country is in the header; it is pointless to repeat it/
- “County,” should be replaced with “District:” Note: I prefer to separate the names of the administrative regions from the locality information with a colon rather than a comma.
- Replace “+-“ with “±”. It just looks prettier 😉
- Add N to the decimal degree latitude and E to the decimal degree longitude in some of the labels. I am puzzled by why this is a problem with some of labels but not others.

THE LAST STEP!

After you have made any corrections necessary in the database, go back to print labels, select the ones you want again, and then Export to docx, make the (yellow) editorial corrections and print the file!

I know it seems an extremely long process, but it would be longer if you had to type in the locality data for all the labels. Also, it takes less time easier to make corrections in the database and then regenerate the affected labels than to make the corrections in the database and then retype all the labels from scratch.

The other bonus is that your labels will be legible, they will be well organized, and it will be easy to pull information from their labels into the databases of the herbaria who receive them. You will also be able to pull data from your databased into any papers you write.

Mary E. Barkworth
8 May 2024